

AmeriCorps Document Checklist for Programs 2013-2014 Program Year

Required Documentation for Contract

Due 30 days before start date – please submit one hard copy to

Jana Larsen

Utah Commission on Volunteers

250 North 1950 West, Ste. A

Salt Lake City, Utah 84116

Note: For the 13/14 year programs may indicate if Disability Survey is on file.

Organization Chart	Program Training Plan	Pre-service Orientation Agenda	Member Position Descriptions	Memo of Understanding with sub-sites*	Sub-Site Monitoring Instrument *	Corporation Funding Compliance Agreement	Disability Surveys

*Supply one copy of template.

A-133 Audit/Financial Info

Contract will not be generated unless Audit or Financial Info is received

End of Program Fiscal Year	Date of Audit	Documentation for programs not required to submit A-133 (letter from fiscal agent and a copy of year end financial statement)	Report Received by UCSV	Findings/Issues

Commission Use Only

Reviewed by: _____

Date: _____